CONCORDIA UNIVERSITY NEBRASKA

Classroom Innovation & Online Education

Best Practices for submitting Composition based work.

Workflows

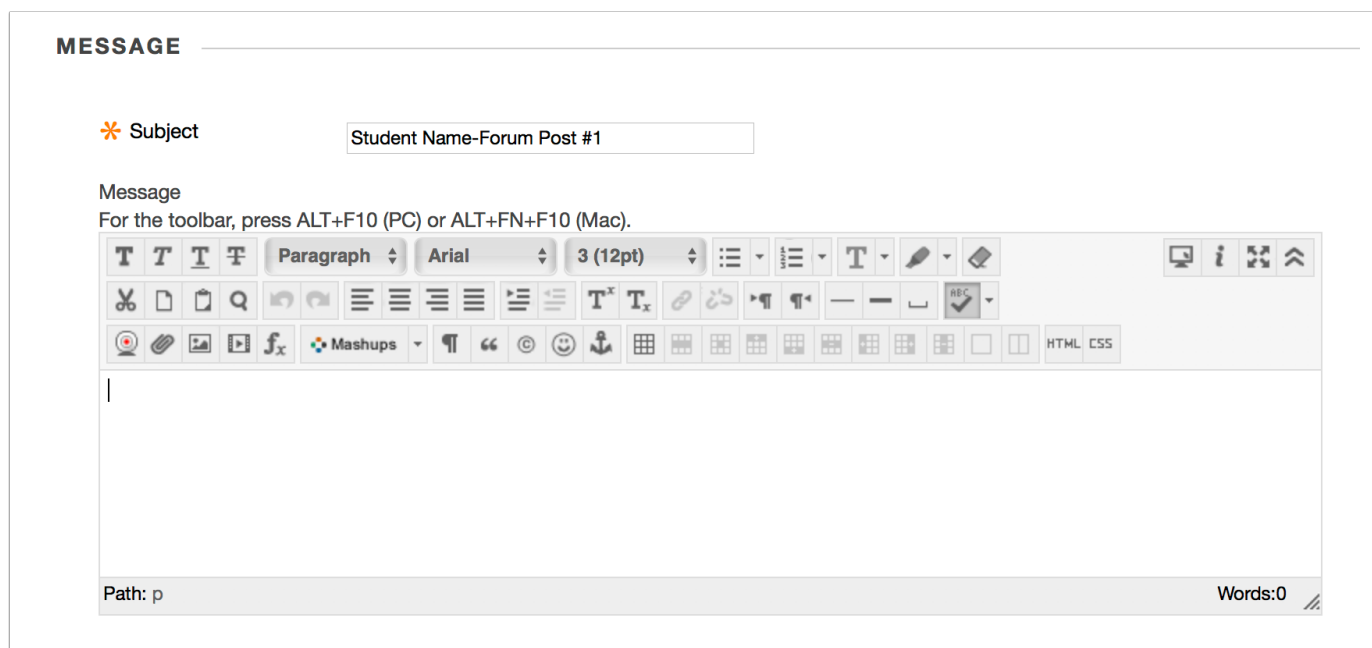There are two popular workflows for submitting text in Blackboard assignments.

Workflow #1 is to compose directly in the Text Box, formatting as you go.

Workflow #2 is to compose your text in MS-Word, copy/paste the work from Word to Blackboard, clear the formatting, then re-format the text before submitting.

Both workflows have advantages and disadvantages.

Workflow #1

The advantage to Workflow #1 is that formatting can take place as you compose your submission.

The **downside** is that if you take too long before submitting, you may be logged out of the system and lose your work.

If you choose this workflow, it is highly recommended that you **copy/paste** your work to a Word document before submitting in Blackboard.

Text Box Toolbar

The Text Box Toolbar contains many common tools for formatting text, but the default window is rather small. When working in the Text Box it is recommended that you expand the window by selecting the "Full Screen" button.
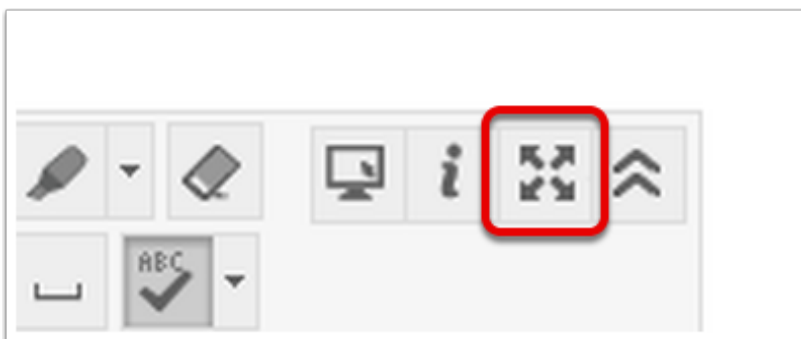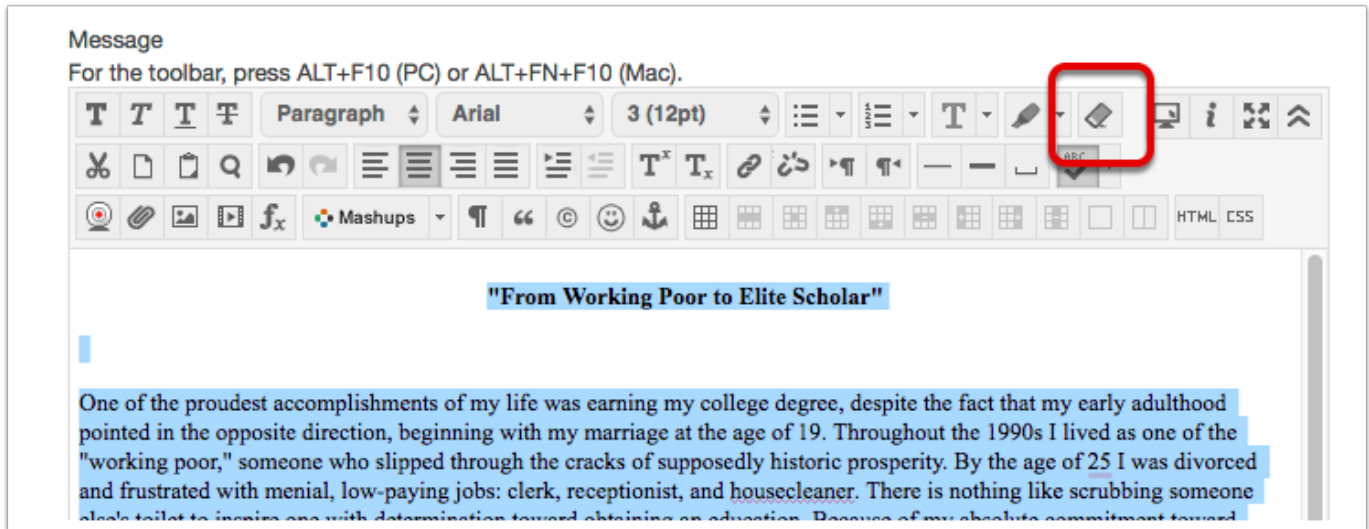

Workflow #2

The advantage to Workflow #2 is that you can spend as much time composing as you like.

The **downside** is that because of the way Word formatting works when it is copy/pasted into Blackboard, the **text can become mangled**. So, after pasting you may have to **clear all formatting** and **re-format with the text box tools before submitting**.

To clear all formatting once the text is copied in to Blackboard, select all the text and click the **Remove Formatting** button.

Regardless of the workflow you choose, be sure to keep a copy of your composition outside of Blackboard.

- Select all the text.
- Copy the text.
- Open a new Word Document.
- Paste the copied text into the document.
- Save.

Common Shortcuts	Windows PC	Mac PC
Select All	Control - A	⌘ - A
Copy	Control - C	⌘ - C
Paste	Control - V	⌘ - V
Undo	Control - Z	⌘ - Z